



Job Title: Accounting Assistant

Reports To: Financial Controller

Job Description:

We are seeking a Servicing Staff Accountant to provide support and timely information in a collaborative, service-oriented environment. The right person will be flexible with a desire to learn as well as possess the ability to prioritize and manage deadlines.

Daily responsibilities include, but are not limited to:

Duties will include daily transaction data entry, assisting customers with mortgage payments, balance and various service questions and issues. Along with other accounting help and support to the team.

The right candidate will possess the following skills:

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Take charge – problem solving – team player approach.
- Proven Microsoft Office skills
- Background in accounting processes
- Strong organization skills and detail oriented
- Experience with general ledger account reconciliations, journal entry processing
- Eager to learn and apply new knowledge.
- Positive Attitude
- Prior experience in the mortgage industry with accounting – servicing exposure is a plus.
- Excellent accounting software user and administration skills; proficiency in QuickBooks knowledge of Encompass and Loan Vision is a plus.
- Willingness and desire to learn and grow.

Education:

- Associate (Preferred)

Experience:

- Accounting: 2 years (Preferred)
- Mortgage servicing: 1 year (Preferred)

Additional Duties:

- Recordkeeping
- Account reconciliation
- Invoice processing

- Data entry

Minimum Qualifications:

- Professional manner and ability to work in a creative environment.
- Excellent verbal and written communication with internal team, clients, and vendors.
- Skilled in Microsoft Office including Outlook, Excel, Word, and Teams.
- Minimum of 3-5 years relevant accounting background.
- Experience with accounting software is required.